

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE
50 MAPLE STREET
MILFORD, MA 01757-3604**

NUMBER: FY09-01 (AGR)

EXPIRES: 30 September 2009

DATE: 1 October 2008

1. ELIGIBILITY: Applications are currently being accepted for the following position in the Massachusetts National Guard under the provisions of 10 USC 681, Title 32 Section 502. **This job is open to ALL ENLISTED SOLDIERS IN THE MAARNG and ALL CURRENTLY ON BOARD AGR MEMBERS.** AGR Branch (JFHQ-J1-AGR) will accept applications until 1400hrs 30 September 2009.

OPEN ANOUNCEMENT (1 YEAR)

Position: Strength Maintenance NCO	Location: Recruiting and Retention Command, Massachusetts (VARIOUS LOCATIONS)
Max Grade: SFC/E7 Min Grade: SGT/E5	MOS/AOC: 79T
Unit POC: SFC Patrick Fennell (508) 233-7306	AGR Branch POC: SFC Blazo (508) 233-7105
Salary: Full-time Military Pay & Allowances	Web Site: http://www.mass.gov/guard

Contingent upon availability of funding

2. QUALIFICATIONS:

- a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.
- b. Individual currently AGR must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
- c. Accessions into the AGR Program require the following Medical Fitness Standards:
 - 1) Soldiers must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR Program.
 - 2) Soldiers must have a Human Immune Deficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110.
 - 3) Soldiers must meet the body composition standards prescribed in AR 600-9.
 - 4) Soldiers whose Physical Profile Serial (PULHES) contains a "3" or a "4" must meet the requirements of AR 600-60 prior to entry in the AGR Program.
 - 5) Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry into the AGR Program are not required to complete an additional PHA for entry in the AGR Program.
 - 6) Periodic Health Assessments (IAW AR 40-501, Chapter 10) for entry in the AGR Program may be conducted at an active military treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility.
 - 7) Female applicants must take a pregnancy test within 30 days prior to the first day of the AGR Tour.
- d. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).
- e. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three (3) year tour of duty or must be willing to extend.

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- f. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).
- g. Military technicians may not convert in-place to AGR status. An incumbent military Technician may only change to AGR status in conjunction with for a different SPMD position, defined as a SPMD position with a different position number.
- h. Any falsification of the eligibility requirements will result in immediate release from the AGR program.
- i. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.
- j. **Selected individual must complete a minimum of 36 months before applying for another AGR position.**

3. APPLICATION PROCEDURES:

a. **ALL APPLICANTS will submit:**

- (1) A copy of this announcement.
- (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
- (3) Photocopy of the most current DA Form 705 (APFT Score Card.)
- (4) Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is *not* acceptable). If recent photo taken you maybe able to locate copy on IPERMS
- (5) Statement from the Commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.

b. **APPLICANTS will obtain the required documents below from their Official Military Personnel File (OMPF)** by accessing the Personnel Electronic Records Management Systems on-line (PERMS). Log into the AKO website www.us.army.mil or the IPERMS website at <https://statepermsompf.hoffman.army.mil/rms/login.jsp>

- (1) DD Form 214s and NGB Form 22s
- (2) Copy of last 5 NCOERS

Prior to submitting the above required paperwork contact the **Personnel Automated Record Center (PARC), 50 Maple Street, Milford, MA 01757** to schedule an appointment with: Customer Service: **(508-233-6786)** to review your records and obtain the remaining documents:

- (3) A certified copy of DA 2-1 or (ERB) Enlisted Records Brief

Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

c. **Soldier will then forward the completed packet to HRO/AGR Branch. PLEASE NO BINDERS OR SHEET PROTECTORS. All applicants will be notified in writing within 30 days after the selection board.**

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

BRIEF JOB DESCRIPTION: Responsible to the Recruiting & Retention Commander through Area Recruiting & Retention Officer (RRO) and Area Non-Commissioned Officer-in-Charge (ANCOIC) for meeting all three tenants of recruiting and retention: recruiting, retention and attrition management. Duties will include, but are not limited to the following:

- (a) Prospect by area, canvass, and by telephone to gain referrals
- (b) Pre-qualify referrals using APPLE-MD, determine their eligibility for enlistment or reenlistment, and refine leads.
- (c) Prepare and process in draft form enlistment /reenlistment packets for prior service and non-prior service personnel.
- (d) Counsel qualified and disqualified applicants on either their non-select or enlistment contracts or service obligations.
- (e) Explain initial entry training (IET) requirements and the Selected Reserve Incentive Program and brief applicants on their test results and the pre-IET program.
- (f) Prepare applicants for MEPS processing and ensuring that all applicants make their scheduled MEPS appointment. In addition, they are responsible for the shipping of all their applicants to Phase I/BCT.
- (g) Apply management by objective techniques, and develop and maintain time management/work plans.
- (h) Establish and maintain liaison with command, staff, and/or field elements affecting the Strength Maintenance program. Assist leaders at all levels to establish and maintain required references and files.
- (i) Analyze audiences and occasions, prepare, and give speeches about the ARNG on such topics as missions, programs, facts, features, benefits, and opportunities.
- (j) Conduct sales presentations/interviews to obtain enlistments and reenlistments.
- (k) Assist commanders in developing, maintaining, and implementing Strength Maintenance action plans for major training activities, unit events, classes, and seminars.
- (l) Assist commanders in developing, conducting, evaluating, and maintaining Strength Maintenance incentive and awards programs to include extension ceremonies, and publicity programs.
- (m) Distribute and display Strength Maintenance promotional items.
- (n) Conduct interviews with soldiers, and family members, employers and others as required to evaluate programs and train leaders.
- (o) Maintain contact with unit members for attrition management.

- (p) Assist, coordinate, and provide guidance and training for unit retention personnel.
- (q) Assist with implementing, conducting, and maintaining the Strength Maintenance plan.
- (r) Prepare and process Strength Maintenance drafts and working papers, correspondence, reports and other required items; research and interpret Strength Maintenance publications.
- (s) Explain MAARNG opportunities to soldiers and their families; research and explain the facts, features, programs, rights, and entitlements, and the procedures to gain benefits from MAARNG membership through presentations, briefings, interviews.
- (t) Advise leaders on Strength Maintenance matters; reinforce positive actions and recommend changes to areas that adversely affect Strength Maintenance.
- (u) Prepare, conduct, and evaluate Strength Maintenance training, seminars, workshops, and conferences.
- (v) Prepare and maintain prospect files and school program folders.
- (w) Assist in monitoring the unit environment; effective recruiting and attrition management programs, and identify corrective actions.
- (x) Individual may be required to perform frequent TDY utilizing military or commercial aircraft.
- (y) Performs additional duties as assigned.